

## Acceptance of waste

### WO11 - SQA Unit Code H2J6 04

#### Area of competence

This national occupational standard defines the competence required in the acceptance of waste. It requires being able to check and confirm the waste being delivered is within the scope of the site waste management regulatory requirements. The delivery vehicle may be a specialist carrier or belong to members of the public. Situations which do not meet operational requirements need to be reported.

#### Skills and competencies which demonstrate effective performance

*You show you are competent to:*

- **Accept waste**
- **Use and communicate data and information in accordance with operational procedures**
- **Resolve problems which arise from the acceptance of waste**

#### Accept waste

1. Check the incoming vehicle conforms to the site duty of care requirements
2. Ensure that vehicles comply with entry and exit procedures and movement around the site
3. Check the vehicle occupants comply with site health and safety requirements
4. Check the waste reception area and equipment is operational and safe
5. Reject unsuitable waste in accordance with organizational procedures

#### Use and communicate data and information

6. Record all received waste on the required documentation
7. Report abnormalities in received waste by bringing them to the attention of the designated person
8. Record and report the reception of any unacceptable waste in accordance with organisational requirements
9. Report to the designated person when the storage facilities do not meet operational requirements
10. Report breaches in site security
11. Report defective equipment
12. Report problems outside the job role limits of authority



### **Resolve problems which arise from the acceptance of waste**

13. Have defects rectified on specialist handling equipment before using it
14. Take immediate steps, in accordance with operational procedures, where unsafe conditions arise

### **Behaviour which underpins effective performance**

#### ***You work in a manner which:***

Recognises and acts when others need support  
Takes responsibility for resolving problems in your work area

### **Knowledge and understanding**

#### ***You know and understand the following:***

#### **General**

- a. The classifications and types of waste
- b. The potential hazards associated with different wastes
- c. How to identify work-related hazards and risks
- d. Details of operational procedures and documentation
- e. How to deal constructively with colleagues and other people and resolve disagreements
- f. How to use personal protective equipment (PPE) in line with operational procedures
- g. Operational procedures and why it is important to comply with them
- h. The limits of the job responsibility when communicating with others

#### **Acceptance of waste**

- a. How to recognise classifications of waste that you may encounter in your job role
- b. The operational procedures for validation and rejection of waste
- c. Limitations on responsibility for the dissemination of information outside the organisation
- d. The transport, acceptance, and rejection documentation to comply with legal and organizational requirements
- e. The Permit or License conditions covering the acceptance of waste at your site
- f. How to deal with documentation which does not comply with site permit or licence or Duty of Care legislation
- g. Other relevant environment permit details applicable to the facility
- h. How to deal with emergencies
- i. The classifications, using European Waste Codes, of waste that can be permitted on the site